



Administrative Policy

Policy Title:	Personnel: Resignation/Retirement/Termination Process
Policy #:	06-001-0115
Effective Date:	04/2/2025
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Human Resources
Responsible Leader:	Stephanie Shank, Human Resources Director
Policy Owner:	Jody Kruskie, Labor/Employee Relations Manager
Applies to:	SCCCMH Staff

Purpose: To ensure the resignation, retirement and termination process is consistent, in accordance with bargaining unit contracts as well as employment laws.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to process an employee's *resignation*, retirement and/or *termination* from the Agency as delineated herein.

II. Standards

- A.** The Agency requires a minimum of thirty (30) days written notice of a professional employee's (Grade level VI or higher) voluntary resignation from the Agency and a minimum of two (2) weeks written notice for all other employees. See union contracts.
- B.** Upon voluntary or involuntary termination from the Agency, an employee who began employment prior to January 1, 2025, with accrued sick days, will be entitled to receive compensation for unused days to a maximum accrual of allowed sick days times the payoff schedule based on months of service as specified in the union bargaining agreement(s). See union contracts.
- C.** Failure to provide the required written notice results in the employee forfeiting one (1) day of retrievable sick pay for each workday short of the required notice of a voluntary resignation.
- D.** Upon resignation, termination, *quit*, retirement, or death the employee (or employee's estate) will be paid the total unused vacation days and prorated vacation earned pay

off will be paid as specified in the union bargaining agreement. Such payoffs of unused days will not exceed thirty-five (35) days of pay.

- E.** A full-time employee ending employment (voluntarily or involuntarily) must work the last scheduled workday before a holiday and the first scheduled workday after a holiday to qualify for holiday pay.
- F.** An employee participating in the county retirement who ends their employment before eligibility for retirement may withdraw the amount, they contributed plus interest as specified in the union contract. The St. Clair County Controller's Office processes the refund check and may be expected within two months.
- G.** Compensatory time earned is paid in full to the employee at the end of employment with the Agency.
- H.** When an employee gives notice of resignation and/or retirement, accrued sick time cannot be used up during the notice period before the last day of work. In other words, sick time cannot be exhausted through usage. However, if the employee is actually sick, a certificate from the treating health care professional is required to verify the illness.
- I.** When an employee gives notice of voluntary resignation, accrued vacation time and compensatory time are not to be exhausted through usage. In other words, an employee will not be retained on the payroll until all accruals are exhausted. However, the Employer recognizes an employee may choose to give notice of retirement in excess of the time period required (e.g., three (3) to six (6) months). Consideration will be given to approve reasonable vacation time during the notice period if program needs are met. The intent remains that accrued vacation and compensatory time are not to be exhausted through usage before the last day of work.
- J.** Medical, dental, and life insurance coverage ceases at midnight the last day of employment. For retirees, the medical insurance coverage ends on the first day of the month following retirement.
- K.** The employee has the right to continue health insurance coverage at the employee's expense, according to the COBRA Act of 1985. Employees are notified of this option by our benefits management company.
- L.** Full time employees participating in the Flexible Spending Program have forty-five (45) calendar days to submit expenses they incurred before the last day of work. This is accomplished through our benefits management company. An employee who has resigned, retired, or terminated cannot claim expenses or submit for reimbursement of those expenses, incurred after the last day of work.
- M.** Workers' Compensation coverage ceases the last day of employment.

- N. The employee can expect a regular payroll check for wages earned and in addition expect a check for applicable accrued vacation, sick, and/or compensatory time within thirty (30) days.
- O. The IT department will be notified of all leaves of absence and terminations according to SCCCMH [Administrative Policy #08-001-0010, Computer Information System Security](#), within 24 hours for immediate terminations, and within 5 working days prior to last day for standard resignation. Supervisor will complete a New User Access Request ticket, found on the Helpdesk system.
- P. For OASIS access termination, supervisors will complete a Remove User Access Request ticket, found on the Helpdesk system.
- Q. The Facilities Department will be notified of all leaves of absence and immediate terminations, and within 5 working days prior to last day for standard resignation. Supervisor will complete a Remove User Access Request ticket, found on the Helpdesk system.

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

Position	Responsibilities
Employee	<ol style="list-style-type: none">1. Submit resignation letter providing appropriate notice.2. Complete forms and/or provide information to the appropriate departments, such as last timesheet in ADP, current address to HR, travel or expense voucher, etc.3. Return all SCCCMH issued equipment in satisfactory, working condition.4. Participate in exit-interview (voluntary).
Supervisor	<ol style="list-style-type: none">1. Complete acceptance of resignation (resignation)2. Complete letter appropriate to the situation (resignation acceptance, termination notice, etc.3. Complete required, electronic forms to notify IT/Data of dates to deactivate permissions.4. Collect all SCCCMH issued equipment as outlined in the property receipt form.5. Verify accuracy of last timesheet in ADP.
Human Resources	<ol style="list-style-type: none">1. Provide support or guidance to employee and/or supervisor.2. Terminate benefits in accordance with policy.3. Provide guidance to employee regarding retirement, Cobra, benefits, last pay, etc.

Actions

Action Number	Responsible Stakeholder	Details
1.0	Employee	<ol style="list-style-type: none"> 1. Include in a resignation letter: <ol style="list-style-type: none"> a. The last date of employment, the last day of work. b. The amount of notice being given before the effective date. c. Willingness to transition out of the position, if applicable. d. The address or bank account information where the last check is to be sent. 2. Send letter to supervisor.
2.0	Supervisor, Assistant Division Director, or Program Director	<ol style="list-style-type: none"> 3. Confirm acknowledgement of resignation/release from employment in writing to the employee utilizing form #0706 Employee Termination Sample Letter of Release During Probation or Temporary Employment or form #0707 Employee Termination – Sample Letter of Resignation or Quit Acceptance as appropriate. 4. Send copies of letters of resignation and acknowledgement to the SCCCMH Chief Executive Officer, human resource department and personnel file.
3.0	Personnel Secretary	<ol style="list-style-type: none"> 5. Notify the benefits management company of employee resignation, termination, quit or retirement.
4.0	Labor/Employee Relations Manager	<ol style="list-style-type: none"> 6. Schedule and conduct an exit interview with employees voluntarily resigning, quitting, or retiring. The exit interview is optional to the employee. 7. Assure the employee the exit interview will not become part of their personnel record.
5.0	Employee	<ol style="list-style-type: none"> 8. Complete the applicable forms before the last day of work: <ol style="list-style-type: none"> a. Complete and save/approve timecard in ADP. b. Complete form #0260 Travel/Expense Voucher and submit to Supervisor for approval.
6.0	Supervisor	<ol style="list-style-type: none"> 9. Verify and approve the timecard in ADP. Verify and approve Travel/Expense Voucher and forward to administration for processing.
7.0	Employee	<ol style="list-style-type: none"> 10. As applicable, request the Retirement System Application for Refund of Accumulated Contributions form(s) from the County Personnel Department, if choosing to withdraw retirement contributions. Complete and return to the County Personnel Department for processing. 11. Contact the County Personnel Department upon actual retirement to coordinate retirement benefits at least two (2) to four (4) weeks prior to last day of work.

Action Number	Responsible Stakeholder	Details
		<p>12. Complete the form(s) and return to the County Personnel Department.</p> <p>13. Submit all Agency keys, property and equipment to the Supervisor on the last day of work.</p>
8.0	Supervisor	<p>14. Document receipt of agency property, equipment, etc. on form #0705 Employee Termination Property Receipt Record. Coordinate the return of all IT equipment with the IT Department. Coordinate return of 2 Factor Authorization (2FA), as applicable, with Data Management. Notify facilities department so that ID badge may be deactivated. Also return any physical keys to facilities supervisor.</p> <p>15. Inform IT, Data Management, and Facilities departments of employee's leave of absence or last day of employment according to guidelines within Administrative Policy #08-001-0010, Computer Information System Security, and authorize the removal of e-mail, public folders, and log on for terminated staff, using the "Remove User Access ticket in the Helpdesk system.</p> <p>16. In the event of sudden termination, notify IT, Data Management, and Facilities supervisor/designee of the need for immediate assistance with permission deactivation, mailbox forwarding and automatic reply to setup, including a start and end date.</p> <p>17. Ensure files (paper and electronic) are secure.</p> <p>18. Inform the Chief Financial Officer if the employee does not turn in agency property/equipment the last day of work and/or if the final paycheck should be withheld for any reason.</p> <p>19. Forward the Property Receipt Record to human resources for the employee's personnel file.</p>
9.0	Employee	<p>20. Ensure Personnel Secretary has the correct forwarding address.</p> <p>21. Notify the Personnel Secretary of year end address for mailing of W-2 and of address changes taking place for two (2) years following the end of employment with the Agency.</p>

B. Related Policies

[Administrative Policy #08-001-0010, Computer Information System Security](#)

C. Definitions

1. *Quit*: an employee voluntarily resigns from the Agency without giving required notice.
2. *Resignation*: an employee's voluntary severance of employment with the Agency that includes retirement. The employee gives required notice.
3. *Termination*: an involuntary discharge; a severance of employment with the Agency that is involuntary on the part of the employee.

D. Forms

[#0260 Travel/Expense Voucher](#)

[#0705 Employee Termination Property Receipt Record](#)

[#0706 Employee Termination Sample Letter of Release During Probation or Temporary Employment](#)

[#0707 Employee Termination – Sample Letter of Resignation or Quit Acceptance as appropriate](#)

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

F. References

1. CARF Human Resources 1.I.8.b.1.c.

IV. History

- Initial Approval Date: 03/1998
- Last Revision Date: 02/2025 BY: Kim Prowse
- Last Reviewed Date:
- Non-Substantive Revisions: N/A
- Key Words: Resignation, retirement, termination,